

Urban League Training Academy

“Where Training Makes A Difference”

The Training Academy offers eligible participants FREE training and refinement in the following areas:

- *Word Processing
- *Data Entry
- *10 Key Data Entry
- *Business
- *Communication
- *General Office Practice
- *Key Board Training

ENROLLMENT CRITERIA:

- *Reside in KC Area
- *High School or GED Graduate
- *Type 30-35 Net Word Per Minute
- *Pass Basic Education
- *Test at 9th Grade or Higher

ULTra offers a pre-typing course for building typing skills to attain the 30NWPM required for enrollment. A self-paced **TYPETRONICS**, skill building system is utilized in these classes.

Technically, the most advance technique, methods and equipment are utilized to prepare students for competing in the technical skills career market -place.

Business Communication component is designed to help students enhance skills in verbal and written communications, interpersonal skills, stage presence, interviewing techniques, self marketing and development of personal marketing tools. This area is supplemented with volunteer presenters who assist in Self Esteem and motivation skills building and how to obtain and maintain the job.

EMPLOYMENT PLACEMENT

Graduated students are provided referrals to job interview opportunities and follow up service.

The Urban League Training Academy is certified by the State of Missouri Coordinating Board of Higher Education to operate as a proprietary school.

**1710 THE PASEO
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(816)471-0550
FAX (816)471-3064**

TRAINING COST

The Academy provides training to meet training needs of JTPA, FEC, Futures and other job training agencies which provide scholarships and funding for client referred to it.

Therefore, tuition of most students is sponsored by his/her referring agency or Company.

TRAINING ACADEMY PARTNERSHIP COUNCIL

“The Ultimate In Partnerships”

The Council is comprised of committed individuals who represent partnership companies and organizations. These partners support the Academy through financial investments, personal involvement, in-kind contributions, workshop presenters, mock interviews and the employment of graduates. The Council is task-oriented and its work is focused on curriculum enhancement, resource development and promotion of the Academy.

The Partnership Council is the ultimate in collaboration. The Council is dedicated to the proposition that, “Everyone deserves a chance to make it on their own,” and that makes a world of difference.

THE ULTra PARTNERS

THOSE THAT MAKE IT HAPPEN

Program

Allstate Insurance

American Telephone & Telegraph Co.

Blue Cross & Blue Shield

Central Exchange

Ford Motor Company

Fortis Benefits

Full Employment Council

Government Employees

Hospital Association

H & R Block

Hallmark Cards

Health Midwest

United Way

I B M

Kansas City Power & Light

KCMC Child Development Corporation

KCSD - ABE

Missouri Gas Energy

Payless Cashways, Inc.

St. Paul Insurance

Southwestern Bell

Sprint

State Farm Insurance

United Parcel Service

Venture

Yellow Freight Systems, Inc.

Xerox Corporation